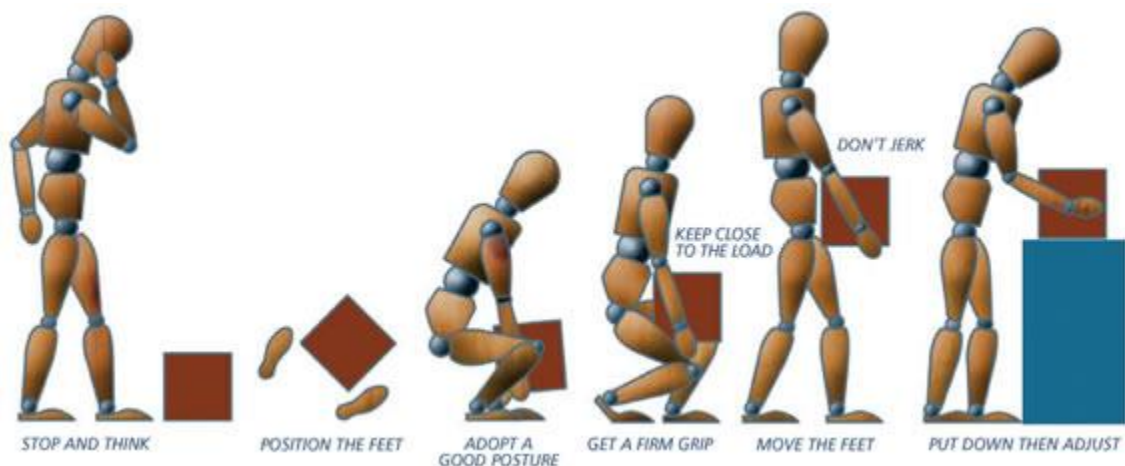


## MANUAL HANDLING – INFORMATION ON ASSESSING LOAD WEIGHTS

The Manual Handling Operations Regulations 1992 require that all operations involving manual handling (which includes lifting, pushing, pulling, carrying and moving loads) must be assessed for risks to the staff involved and these risks must be avoided or minimised. Each department should nominate and arrange training for (via the Health and Safety Officer) a member of staff to act as their risk assessor.

### Loads weighing less than 10Kg

- Whenever possible loads should be handled using mechanical aids.
- When manual handling is necessary the technique below must be employed.



- Where manual handling occurs on a regular basis, training in the correct techniques must be obtained. Training courses are organised via the Health and Safety Officer.

### Loads weighing more than 10Kg

- An assessment, looking at all aspects of the operation, must be carried out by applying the relevant factors below (based on guidelines given in the guidance on the regulations) to the basic weight of the load to be handled.
  - load over 50cm wide x1.5
  - load lifted from floor x1.5
  - load lifted at arms length x1.8
  - load lifted above head x2.0
  - load carried more than 10m x1.5
  - load lifted while seated x2.0
  - load loosely packed x1.5
  - weight of load uneven x1.5
  - movement involves twisting x1.2
  - movement repeated 30x per hour x1.5
  - uneven or slippery floor x1.3
  - changes in floor level x1.5
  - limited space for handling x1.8
  - individual involved is female x1.3
- The basic weight is then multiplied by the factor(s) to obtain the effective load weight.
- If the effective load weight is less than 20Kg, then the load can be handled as for an actual weight of less than 10Kg.
- If the effective load weight is greater than 20Kg, then the load **MUST NOT** be handled by a single person. Mechanical lifting devices (e.g. supplies trolley or fork-lift) and/or assistance must be used to handle the load, unless it can be separated into smaller loads, which must be re-assessed.
- **Example 1:**  
Load weight 10Kg, to be lifted and moved through 90o,  
Factor = x1.2, effective weight = 12Kg,  
Load can be handled by one person.
- **Example 2:**  
Load weight 10Kg, to be lifted from the floor and carried 15m,

Factors = x1.5 & x1.5, effective weight = 22.5Kg,  
Load cannot be handled without assistance.

- As a guide, a standard box of A4 photocopying paper weighs approximately 13Kg.

**N.B.** The above relate to all handling operations, not just lifting.

### **HANDLING TECHNIQUE**

- Assess the weight and distribution of the load,
- Start with load between feet, as far as possible,
- Bend knees, keeping your back straight, tuck chin in & bend over the load slightly,
- Get a firm secure grip on the load using your palms, not just fingers,
- Lift smoothly, using your knees, holding the load against your body.
- DO NOT attempt to change direction or turn while lifting.
- To lower the load, reverse the procedure.